



May 2019

Dear Parent(s)/Guardian(s):

Attached is a copy of the 2019 Final Exam schedule. **Open finals** will begin for underclassmen on **Friday, May 24, 2019**. The following will be in effect Friday, May 24, 2019 through Thursday, May 30, 2019 for all students in grades 9-11:

1. Students will only be required to be present during their scheduled exam.
2. There will be bussing at the regular morning and afternoon times.
3. If you decide that your child will be in attendance the entire day on these days, he/she should report to their regularly scheduled classes.
4. The lunch schedule will remain normal with the option to buy lunch. **PLEASE NOTE: students wishing to purchase a lunch must do so in the Middle School Cafeteria as the High School Cafeteria will be closed.**
5. Any student who arrives late for a final will be excluded from that final and will have an opportunity to make it up.
6. Any disruption will result in the student being banned from the school building.
7. The Career Center bus schedule will remain the same.
8. **All final make-ups for students in grades 9-11 must be completed no later than 11:00 a.m. Friday, May 31, 2019.**
9. Friday, May 31, 2019 will serve as a make-up day for finals. Only those students still having to make up finals due to unforeseen circumstances must report to school by 7:50 a.m.

Please feel free to contact me if you have any questions and/or concerns.

Sincerely,

Carol Houck  
Principal

CH:dkm  
Attachment